

VIDYASAGAR UNIVERSITY

MIDNAPORE-721 102

REVISED REGULATION FOR U.G. EXAMINATIONS WITH EFFECT FROM THE SESSION 2005 - 2006

Short Title and Preamble :

These Regulations may be called "Revised Regulation" to provide the rules for the conduct of university examinations for under graduate courses as per provision 52 (d) of V.U. act, 1981.

1. (i) The provisions of these 'Revised regulations' will be applicable to the 3 tier examinations from the session 2005-2006 in all U.G. Courses except the courses with semester system of examinations offered by the university.
 - ii) The provisions of these 'Revised Regulations' shall also be applicable to any new U.G. Course of study to be offered by the university to any affiliated institution except the courses with semester system of examinations offered by the university to any affiliated institution.
 - iii) However the old revised regulation effective from 2000 - 2001 will be in force for 2 tier examination system which will continue for a few years for the students admitted upto 2004 - 2005 session.
2. **Final structure of the 3 years degree course of B.A., B.Sc. and B.Com, under 3 tier system for both general and honours.**

For both General and Honours Course there shall be three examinations .

- i) Part -1 at the end of 1st academic year
- ii) Part - II at the end of 2nd academic year
- iii) Part - III at the end of 3rd academic year

Curriculum for BA / B.Sc. Course

i) Curriculum for Part - I

General

Three general subjects (3 x 100) = 300 marks
(each subject having one paper)

Total = 300 marks

Honours

Two Honours papers (2 x 100) = 200 marks

Two general subjects (2 x 100) = 200 marks
(each subject having one paper)

Total = 400 marks

ii) Curriculum for Part-II

General

Three general subjects (3x200) = 600 marks
(each subject having two papers)

Total = 600 marks

Honours

Three Hons. Papers (3x100) = 300 marks

Two general subjects (2x200) = 400 marks
(each subject having two papers)

Total = 700 marks

iii) Curriculum for Part - III

General

Three general subjects (3x100) = 300 marks
(each subject having one paper)

Comp English = 50 marks

Comp MIL = 50 marks

Comp Environment studies = 50 marks

Total = 450 marks

Honours

Three Honours Papers (3x100) = 300 marks

Comp English = 50 marks

Comp MIL = 50 marks

Comp Environment studies = 50 marks

Total = 450 marks

Curriculum for B. Com. Course

i) Curriculum for Part - I

<u>General</u>		<u>Honours</u>	
<u>Group - 1</u>		<u>Group - 1</u>	
Paper - 1	= 100 marks	Paper - 1	= 100 marks
Paper - 2	= 100 marks	Paper - 2	= 100 marks
 <u>Group - 2</u>		 <u>Group - 3</u>	
Paper - 10	= 100 marks	Paper - 10	= 100 marks
		Paper - 11	= 100 marks
Total	= 300 marks	Total	= 400 marks

ii) Curriculum for Part - II

<u>General</u>		<u>Honours</u>	
<u>Group - 4</u>		<u>Group - 4</u>	
Paper - 3	= 100 marks	Paper - 3	= 100 marks
Paper - 4	= 100 marks	Paper - 4	= 100 marks
Paper - 5	= 100 marks	Paper - 5	= 100 marks
Paper - 6	= 100 marks	Paper - 6	= 100 marks
 <u>Group - 5</u>		 <u>Group - 6</u>	
Paper - 11	= 100 marks	Paper - 12	= 100 marks
Paper - 12	= 100 marks	Paper - 13	= 100 marks
		Paper - 14	= 100 marks
Total	= 600 marks	Total	= 700 marks

iii) Curriculum for Part - III

<u>General</u>		<u>Honours</u>	
<u>Group - 7</u>		<u>Group - 8</u>	
Paper - 13	= 100 marks	Paper - 15	= 100 marks
Paper - 14	= 100 marks	Paper - 16	= 100 marks
Paper - 15	= 100 marks	Paper - 17	= 100 marks
	300 marks		300 marks
 Comp. English	= 50 marks	 Comp. English	= 50 marks
Comp. MIL	= 50 marks	Comp. MIL	= 50 marks
Comp. Env. Studies	= 50 marks	Comp. Env. Studies	= 50 marks
Total	= 450 marks	Total	= 450 marks

3. BA / B.Sc. / B. Com. Degree course : Subjects division :

- i) A candidate will have to study three general subjects with Compulsory English, MIL, Environment Studies for obtaining a general degree and a candidate will have to study two general subjects and one Hons. subject with Compulsory English, MIL, Environment Studies for obtaining a Hons. Degree. Subjects to be taught have been grouped in three main division / groups. Humanities division or group includes Bengali, Education, English, Hindi, History, Music, Philosophy, Physical Education, Political Science, Sanskrit, Santali, Sociology etc. Science division or group consists of Anthropology, Biotechnology, Botany, Chemistry, Computer Science, Economics, Electronics, Geography, Mathematics, Microbiology, Nutrition, Physics, Physiology, Statistics, Zoology etc.
- ii) If any Candidate desires to have B. Sc. Hons/ General degree, he/she has to choose at least two subjects from science group including the Hons. subject
- iii) Similarly if any candidate desires to have BA Hons/ General degree, he /she has to choose at least two subjects from Humanities group including the Hons. subject.
- iv) If any candidate desires to have B.Com Hons. / General Degree , he / she has to follow the curriculum for B.Com Course .
- v) Provided, that other things remaining the same, a candidate may take Hons. Course in B.A. in the following subjects without taking any other subjects from the division of science as general subject. i) Anthropology, ii) Geography, iii) Mathematics, iv) Statistics.

4. Pass/ Fail criteria :

- i) A Candidate of Hons. Course in Part - I Examination securing 30% in Hons. Subject / a group of subjects and securing 30% marks in each of the general subject / a group of subjects will be qualified for 2nd year Honours classes.

- ii) A Candidate of Hons. Course in Part-II Examination securing 35% marks in total of Part-I and Part-II examination taken together in Hons. subject / a group of subjects / 35% marks in theory and practical portion separately for laboratory based Hons. subject and at least 30% marks in Part - II Examination only in Hons. subject / a group of subjects / at least 30% marks in theory and 35% marks in practical portion separately in Part - II Examination only in case of laboratory based Honours Subject and securing 30% marks in each of the general subject / a group of subjects / 30% marks in theory and practical portion separately in case of laboratory based general subject in total of Part-I and Part-II examination taken together will be qualified for 3rd year Hons. classes, provided he/she obtains at least 20% marks in Part-II exam. in each general subject/a group of subjects/20% marks in theory and 30% marks in practical portion separately for laboratory based general subjects.
- iii) A candidate will be declared Honours graduate provided he / she obtains 40% marks in total of Part-I, Part-II and Part-III examination taken together in Honours subject / a group of subjects / 40% marks in theory and practical portion separately for laboratory based Honours subject and 30% marks separately in Compulsory English, compulsory MIL and compulsory environment studies, provided the candidate secures at least 30% marks in Part - III Examination in Hons. Subjects/ a group of subjects / 30% marks in theory & practical portion separately in case of laboratory based Hons. Subjects.
- iv) A candidate of general course appearing in Part - I examination will be qualified for 2nd year general classes provided he/she obtains 30% marks in Part-I examination in each general subject/ a group of general subjects.
- v) A candidate of general course appearing in Part - II examination will be qualified for 3rd year general classes provided he/she obtains 30% marks in total of Part - I and Part - II examinations taken together in each general

subject/ a group of general subjects / 30% marks in theory and practical portion separately for each laboratory based general subject provided he/she obtains at least 20% marks in Part - II examination only in each general subject / a group of subjects / 20% marks in theory and 30% marks in practical portion separately for laboratory based general subjects.

- vi) A candidate of general course will be declared general graduate provided he / she obtains 30% marks in total of Part - I, Part - II & Part- III Examination taken together in each of the general subjects/ a group of subjects / 30% marks in theory and practical portion separately in case of laboratory based general subjects and also 30% marks separately in compulsory English, compulsory MIL and compulsory environment studies, provided he/she obtains at least 20% marks in Part-III examination only in each general subject/a group of subjects/ 20% marks in theory and 30% marks in practical portion separately for laboratory based general subjects.
- vii) If a Hons. Candidate of Part - II Examination appears in at least two papers of Hons. Subject but obtain the requisite qualifying marks [as mentioned in 4(ii)], he/ she will be qualified for 3rd year honours classes. However, a Hons. candidate of Part- I Examination will have to appear in all the papers.
- viii) If a candidate of general course appears in at least one paper of each subject in Part-II examination but obtain the requisite qualifying marks [as mentioned in 4(v)], he/ she will be qualified for 3rd year general classes. However, a general candidate of Part-I Examination will have to appear in all the papers.
- ix) For the students in General course, First division will be awarded for obtaining 60% or above in aggregate, second division for obtaining 45% or above but less than 60% in aggregate with Part-I, Part -II & Part - III marks taken together. Those who will obtain 30% or more but less than 45% marks in the aggregate will be declared to have

passed without division in the final examination.

- x) For the students in Hons. Course, First class will be awarded for obtaining 60% and above, Second class for obtaining 40% or more but less than 60% marks in Hons. Subject with Part-I, Part-II and Part-III marks taken together.
- xi) If a candidate of Honours course appearing in Part - II examination, fails to obtain qualifying marks for Honours Papers [as mentioned in article 4 (ii)] but secures 30% marks in total of Part-I and Part - II examinations taken together in Hons. subject /a group of subjects/ 30% marks in theory and practical portion separately for laboratory based Honours subject and fulfils other conditions of qualifying marks for general papers [as mentioned in article 4(ii)] may take admission in 3rd year classes as a general student. However, these candidates have to apply to the secretary, UG Council (seeking approval of the University for admission in 3rd year Classes as general student) and to the controller of examinations (for obtaining revised marksheet) within 30 (thirty) days from the date of publication of result. These applications should be forwarded by the Principal/Teacher-in-Charge of the college concerned .
- xii) If a candidate of Honours course appearing in Part - III examination obtains 30% marks or more but less than 40% marks in Hons. subject / a group of subjects / in the theoretical and practical portion separately for laboratory based Hons. subject, after computing marks of Part - I, Part - II and Part - III examination taken together he/she will be declared general graduate (without Honours) provided he / she secures 30% marks separately in compulsory English, compulsory MIL and compulsory environment studies. He/she may however sit for the Honours examination in the next year provided he/she has not consumed all the chances after submitting an application for cancellation of his/her result to the Controller of Examinations duly forwarded by the

Principal/Teacher-in-Charge of the college concerned within 30 (thirty) days since the publication of result/ issue of marksheet [vide article 12(v)].

- xiii) If any Hons. / General Candidate fails to obtain pass/ qualifying marks in any one general subject/ compulsory subject, but obtain pass/ qualifying marks in other general subjects / compulsory subjects in any examination, he/she may appear in the same subject only in the next year as a compartmental candidate for the same part of examination provided his total chances for appearing in the said examination are not exhausted. However, a compartmental candidate of Part-III Examination will obtain consolidated mark sheet only after clearing examination in compartmental subject.
- xiv) There is no provision for combined examination in this revised regulation.

5. Total no. of chances for appearing in final examination :

- i) A candidate shall register as an examinee at the Part-I examination within 2 consecutive academic sessions since the date of admission in the 1st year classes.
- ii) Similarly he / she shall register as an examinee at the Part - II examination within 2 consecutive academic sessions after clearing Part - I Examination.
- iii) So also he / she shall register as an examinee at the Part-III examination within 2 consecutive academic sessions after clearing Part - II Examination. However a special chance of one year may be given to the candidate for Part-III examination only.
- iv) If a Part - I Honours candidate desires, to opt for general course , he / she may do so by taking admission afresh in the next year as a general student. However, his/her registration number will remain unchanged. This facility may be given at the cost of losing one chance.
- v) After consuming all the chances in any part, a candidate still desirous of obtaining the degree shall have to take fresh admission in 1st year classes subject to the permission of the Secretary UG Council.

- vi) Once a candidate registers himself/herself for the Exam in Part-I / Part-II / Part-III Exam, he / she is not entitled to take fresh admission in a college for appearing in the concerned examination.
- vii) The candidates who will not sit for B.A./B.Sc./B.Com. Part-I/Part-II/Part-III examinations after being eligible to sit for the said examinations, the unsuccessful candidates and also the candidates who will cancel their result of the said examinations may appear for the same examination in the next year as casual candidates only provided his total chances for appearing in the said examination are not exhausted.

6. Special Honours :

A candidate may take admission in Hons.course as special Honours student after graduation as a general student provided,

- i) He / she secures 50% marks in the subject concerned at graduation level.
- ii) He / she has to take admission in 1st year of Hons. Class within 2 academic sessions since the year of graduation.
- iii) He / she has to appear at Part-I examination, within 2 consecutive academic sessions from the date of admission, Part - II Examination within 2 consecutive academic sessions after clearing Part - I Examination and Part - III examination within 2 consecutive academic session after clearing Part - II Examination.

7. Re- examination of answer scripts :

Re-examination of answer scripts in theory papers only excluding any practical paper or internal assessment or project work/ fieldwork, may be done in accordance with the following procedure.

- i) A candidate of general course appearing in Part- I examination will have the option of getting his/her answer scripts re-examined in one paper only provided he/she secures 40% marks in aggregate excluding the paper for which re-examination is sought.
- ii) A candidate of general course appearing in Part- II

examination will have the option of getting his/her answer scripts re-examined in not more than two papers provided he/she secures 40% marks in aggregate excluding those papers for which re-examination is sought.

- iii) A candidate of general course appearing in Part- III examination will have the option of getting his/her answer scripts re-examined in one paper only provided he/she secures 40% marks in aggregate excluding the paper for which re-examination is sought.
- iv) A candidate of Honours Course appearing in Part- I examination will have the option of getting his/her answer scripts re-examined in one Honours paper or one general paper only provided he obtains 40% marks in aggregate of Honours or General papers excluding the Honours or General paper for which re-examination is sought.
- v) A candidate of Hons. Course appearing in Part- II examination will have the option of getting his/her answer scripts re-examined in any two Honours papers only or one Honours paper and one General paper or two general papers provided he/she secures 40% marks in aggregate of Honours or General papers excluding the Honours or General papers for which re-examination is sought. However, a student of honours course appearing in Part-II Examination in Laboratory based honours subject will have the option of getting his/her answer scripts re-examined in any one honours paper and one general paper, the other conditions remaining same.
- vi) A candidate of Honours course appearing in Part- III examination will have the option of getting his/her answer scripts re-examined in any two honours papers provided he secures 40% marks in aggregate excluding the papers for which re-examination is sought. However, a student of honours course appearing in Part - III Examination in a Laboratory based subject will have the option of getting his/her answer scripts re-examined in one honours theory paper provided he/she obtains 40% marks in honours theory paper in total of Part-I and Part-II Examination taken together.

- vii) A candidate of Honours/ General course appearing in Part-III examination will have the option of getting his / her answer scripts re-examined in any one of the three subjects such as compulsory English, compulsory MIL and compulsory environment studies provided he / she secures 40% marks in aggregate of Part-III examination in Honours/ General Papers respectively for Honours and General candidates.
- viii) All eligible candidates should apply to the controller of examinations for re-examination of his/her answer papers within 15 working days from the date of publication of results / issue of marksheets with requisite fees as prescribed by the authority. Fees for re-examination once paid, will not be refunded under any circumstances. Re-examination result will be published normally within 30 working days from the last date of submission of application of re-examination. Any examiner selected for the purpose of re-examination should not have assessed the concerned paper originally. In case of variation of marks for more than 5% equal weightage is to be given to marks awarded by the examiner appointed for re-examination and original examiner and an average of two awards is to be taken into account for computing result of re-examination. Marks originally obtained and the marks obtained through re-examination be taken together to work out an average which will be considered as the award in that paper of the candidate concerned even if the average is more or less than the initial award of marks.

In case of variation of 5% marks or less between the original and re-examination process the change shall be ignored.

Board of studies should be requested to recommend names of examiners for re-examination and the list of such examiners should get approved from the Vice-chancellor. Results of re-examination will be published on getting approval of the Vice-chancellor.

Submission of an application by any candidate

for re-examination in any given year cannot be linked to the examination in the next year. Unsuccessful candidates are to make necessary preparations for the next Examination as usual though they have applied for re-examination.

Any application for re-examination must be forwarded by the Principal/Teacher-in-Charge of the concerned college. The Principal/Teacher-in-Charge must be convinced before forwarding such petition that he/she fulfills every eligibility criterion for re-examination. In any case, university administration will not take any liability if any application is rejected on scrutiny after submission of such an application by any candidate with a prescribed fee.

However class or division initially awarded will not be lowered in any case due to re-examination of answer scripts. Similarly a candidate declared passed initially will not however be declared unsuccessful candidate in any case. In such cases marks awarded initially will remain unchanged.

8. Deficit award :

For candidate appearing in Part- I and Part- II examination, 1% marks of the total full marks of that part only may be given as deficit award wherever required for getting qualifying marks.

However, for candidates appearing in Part-III examination, 5 (five) marks may be given as deficit award wherever required for getting pass marks.

However only 1 mark may be awarded for getting 1st Class in the final examination.

9. Regulation regarding degree Courses with Vocational subjects (B.A /B.Sc./B.com) :

- i) A candidate for any degree course with vocational subjects will have to take one vocational subject from the group of vocational subjects in Humanities / Science / Commerce division and two non-vocational subjects

from Humanities / science / commerce division provided that a candidate of commerce stream shall take one group of commerce (General) division and streams will be determined as per rule 3 of this regulation.

Division of Humanities in vocational subjects includes Functional English, Hindi, tourism etc, Division of commerce includes office management and secretarial practice, Tax procedure and practice, Advertising sales promotion and sales management etc, and the division of Science includes Industrial Chemistry, Industrial fish and fisheries, sericulture, seed technology, computer application, Automobile engineering etc.

- ii) All the candidates of BA / B.Sc. / B.com (with vocational subjects) degree course shall have to take compulsory English (50 marks), MIL (50 marks) and environment studies (50 marks) at part-III examination along with other subjects.
- iii) A candidate of vocational stream will have to appear at part-I examination at the end of 1st academic year, part-II examination at the end of 2nd academic year, and part-III examination at the end of 3rd academic year. The curriculum for part- I, II and III is given below:-

Curriculum for vocational course

Curriculum for part-I

Two general subjects (2×100) (each subject having one paper)	=	200	marks
Two papers of vocational subject (2×100)	=	200	marks
Total	=	400	marks

Curriculum for part-II

Two general subjects (2×200) (each subject having two papers)	=	400	marks
Three papers of vocational subject (3×100)	=	300	marks
Total	=	700	marks

Curriculum for part-III

Three papers of vocational subject (3×100)	=	300	marks
Compulsory English	=	50	marks
Compulsory MIL	=	50	marks
Compulsory environment studies	=	50	marks
Total	=	450	marks

- iv) A successful candidate at the end of part-III examination will be awarded Bachelor degree (Major) in the respective vocational subject.
- v) The qualifying criteria for part-II and part-III examination, pass/fail criteria and all other criteria for division, deficit award etc shall be guided by the norms laid down in the previous articles of this regulation.

10. Regulation regarding B. Ed. Course :

For admission in B.Ed. Course, a candidate must have obtained at least 50% marks either in graduation level or postgraduation level. A B.Ed. Student may avail himself/herself of the opportunity to the extent of 4 academic session in course of 4 consecutive years immediately after completion of the course to register himself/herself as a candidate for the B. Ed. Examination either as a whole or in a portion (Theoretical or practical). He/She must attend required number of lectures as embodied in item no. 12(iii) of this Regulation.

- i) Candidates who have failed in one theoretical paper only but have obtained 45% marks in the aggregate of other theoretical papers excluding the marks of the paper in which they have failed shall be eligible for compartmental in that particular paper. The scope of compartmental examination may be extended to those candidates who appear at the practical and theoretical examination if they otherwise fulfil eligibility criterion as per existing rules.
- (ii) In order to pass, a candidate must secure at least 40% out of total 300 marks in practical, that is 120. In each theoretical paper a candidate must obtain at least 40% marks. A successful candidate must pass theoretical and practical examination separately.
- iii) For a candidate appearing in B. Ed. Examination, maximum 5 (five) marks only may be given to the papers of theoretical portion only as deficit award wherever required for getting pass marks. However, no such deficit award will be given to the papers of practical portion. Such deficit award will be shown in the tabulation sheet but not in the marksheet.

iv) A candidate who misses First class by one mark (i.e. obtains 599 in the total of theoretical and the practical) may be given one mark and be placed in the First Class. This one mark should be added in the aggregate by '+' sign for the tabulation sheet but not in marksheet.

(v) In B. Ed. Examination, the position of the candidate will be determined by the following standard:

First Class : If any candidate scores 60% marks or above out of total marks.

Second Class : If any candidate obtains 40% marks or above but less than 60% marks.

Passed Without any class : If a candidate appears in theoretical and practical portion of the examination in different years he/she will be declared passed without any class irrespective of total marks scored by him/her after having marks of both the portions taken together.

11. Regulation regarding B. P. Ed. Course :

i) **Time and Venue :**

An examination for the Bachelor's Degree in Physical Education (B. P. Ed.) shall be held annually at such places as determined by the University authority. A candidate must prosecute his/her studies with a duration of one academic year in an institution affiliated to this University.

ii) **Admission to Examination :**

Any candidate may be admitted to this examination provided he/she has fulfilled the following conditions.

(a) That he/she passed the examination for a Bachelor's Degree in any faculty of this University or any other recognized University having at least 50% marks.

(b) That he/she attended required number of lectures as embodied in item no. 12(iii) of this Regulation.

(c) That he/she must be less than 30 years of age on the date of admission. Relaxation may be made in case of SC/ST candidates and deputed teachers up to 35 years of age.

iii) **Examination procedure :**

The course of instruction shall be arranged under three heads as follows:

(A) Theoretical (B) Activity skills (C) Teaching ability.

- i) If a candidate is unsuccessful in the theoretical portion only (Group A) he/she may re-appear at one portion only in two following subsequent years on payment of requisite fees.
- ii) Candidates unsuccessful in activity skill (Group B) only may reappear at an examination in that portion only in two following subsequent years.
- iii) Candidates failing in the Teaching ability portion (Group C) only may re-appear at an examination in that portion only in two following subsequent years. The internal marks shall be retained as obtained in the previous examinations for candidates unsuccessful in Group C only. Further candidates failing in theoretical portion only either in Gr- A or B or Gr - C shall be awarded a degree without any class.

(iv) **Scale measuring Pass or failure**

In order to pass, a candidate must pass in all the three groups of examination viz, (A) Theoretical (B) Activity skills (C) Teaching ability separately. The minimum pass marks for each group shall be 40%. The successful candidates obtaining 60% marks or above shall be placed in the first class. Those obtaining 50% marks or above but below 60% marks in the aggregate shall be placed in the second class. The rest shall be declared to have passed without class.

- iv) Candidates failing in more than one group of the examination and also failing in as per provisions made in sub para (i) (ii) (iii) of 11 shall have to reappear at the examination as a whole.

12. General provision :

- i) An examination for the degree of B.A., B.Sc., B.com, vocational courses, B. P. Ed and B. Ed. shall commence on

such date as the under graduate council of Science, Arts & Commerce shall determine.

- ii) An affiliated college shall submit to the controller of examinations, application forms prescribed by the executive council and duly filled in by the candidates. The candidate shall be apprised of the detailed rules in the admit card for his/her guidance at the above examination. The forms shall be submitted before the last date fixed by the controller of examination. An admit card for the examination shall not be issued to the college concerned in favour of a candidate unless his application is accompanied by a certificate by the principal of his (i) good conduct (ii) satisfactory performance at class tests held periodically (iii) attendance at required number of theoretical/practical classes in each of the subjects in which he/she intends to appear.
- iii) An eligible examinee must attend at least 75% of the total no. of lectures delivered in the class in each subject. In any case candidate with attendance record of less than 75% of the total number of lectures delivered shall not be permitted to sit for the final examination. Number of lectures shall be counted from the date of admission of the candidate.
- iv) A candidate for the degree examination shall submit his/her application to the controller of examinations duly forwarded by the Principal/Teacher-in-charge of the college concerned along with the fees as prescribed by the university authority from time to time. A candidate who fails to pass or remain absent in the examination or did not fulfil the requirements for the receipt of an admit card shall not be entitled to claim a refund of the fee. A candidate who is admitted to one or more subsequent examination leading to any degree will also be required to pay on each occasion such fees as may be prescribed.
- v) **Cancellation of examination :**
Any candidate can apply for cancellation of his/her results to the controller of examinations for improvement of his/her results within 30 (thirty) days since the publication of results/issue of marksheet. In all cases, cancellation of the previous examination will be counted

as one chance lost. Such candidates shall surrender their original mark sheets to the university along with applications for cancellation. These applications should be duly forwarded by the Principal/Teacher-in-charge of the college concerned.

13. The Functions and the responsibilities of the persons associated with the examinations at the college centre.

i) Custodian of sealed question papers and sealed answer papers :

University shall appoint responsible Govt. Officers such as treasury officer, officer-in-charge of the local police station as custodian of sealed question papers and answer papers in lieu of a fixed honorarium. They are to keep papers in safe custody and also to see that the seal of the packets are not broken and to make all possible arrangements for releasing packets of questions for each centre on each day of examinations. They are also to see that the packets of answer papers be handed over to the university staff after the examination.

ii) Officer-in-charge of the examination centre :

The principal/teacher-in-charge of the college, chosen as examination centre by the university will act as officer-in-charge of the centre. In an extra ordinary situation, where the principal/teacher-in-charge can not act as officer-in-charge due to illness or any other reasons, the seniormost teacher of the college may act as officer-in-charge of the centre. The officer-in-charge is in overall charge of the entire examination process in the centre. He/she has to act in accordance with the guidelines, instructions given by the university. Two supervisors from among the senior teachers and one assistant supervisor from among the class-III non-teaching staff shall assist the officer-in-charge in discharging his/her duties. The officer-in-charge should be available at the centre during the whole period of examination.

There shall be an advisory Committee to be known as centre committee to assist the officer-in-charge for effective

and smooth work of the examination centre.

The Committee will consist of the following persons -

- a) O.C/I.C. of the local police station
- b) Principal/ Teacher-in-charge of the college
- c) One registered Medical Practitioner/ Govt. Medical Officer.
- d) 4 senior teachers of the college selected by the principal/teacher-in-charge of the College.
- e) 2 non-teaching staff selected by the principal/ teacher-in-charge of the college. The principal/ teacher-in- charge of the college will act as convener of the committee.

iii) **Supervisors :**

In each examination centre 2 supervisors from among the teaching staff and 1 assistant supervisor from among the class - III non-teaching staff will assist the officer-in-charge in conducting the examination process smoothly in the centre. Such supervisors or assistant supervisor will be selected by the principal/teacher-in-charge of the college.

iv) **Invigilators :**

Invigilators will be appointed from among the teachers of the college by the officer-in-charge of the centre. The minimum no. of invigilators should be one per 20 no. of students appeared at the examination. The invigilators shall carry out their functions under direct supervision of the officer-in-charge.

v) **Non-teaching staff assistants :**

The non-teaching staff of the college (both class-III and class-IV) will assist the officer-in-charge of the centre in conducting the examination process smoothly. They will carry out their functions under direct supervision of the officer-in-charge. The minimum no. of non-teaching staff-assistants should be one per 50 no. of students appeared at the examination.

14. The functions and responsibilities of the persons associated with the examination at the university.

i) Paper setters :

In both Honours and general subjects, there will be at least two paper setters for each paper, one of which will be an internal person. Whole time teachers of affiliated Colleges with teaching experience of at least 8 years in Honours and general course may be appointed as paper setters in respective subject. Internal paper setters will be selected from among the whole time teachers of the colleges affiliated to this University. Teachers from Colleges outside the jurisdiction of this University, post-graduate teachers of Vidyasagar University or any other University should perform the job of paper setting as External one. In subjects which are taught in less than five colleges affiliated to this university, internal paper setters will not be appointed. Paper setters are to set the papers in accordance with the regulations and with the syllabus and the text books prescribed and follow instruction of the University authority while performing such work.

ii) Moderators :

Moderators to be appointed for moderating UG questions will be all external people i.e. not from the teachers of Undergraduate college affiliated to this University. Faculty members of this University with the length of experience of at least 5 years and teachers with experience of 10 years of Degree colleges outside the jurisdiction of this University may get the assignment as moderators. Chairman, Board of Studies will chair the meeting of moderation. If it is detected on the day of the meeting that not a single set of questions in any paper/half is available in spite of earnest efforts taken by administration side, vice-chancellor will have the authority to appoint paper setters to meet emergency situation.

Moderators are to moderate the respective question papers so that they conform to regulations, particularly to the syllabus and the prescribed text books and the established standard. If any paper does not satisfy this condition, moderators may even reset a question paper. A question paper set by the moderators will be final form of the question of that paper for examination.

iii) **Head Examiner / Co - Ordinator :**

Teachers with preferably a minimum experience of 8 years may be appointed as Head Examiners or co-ordinators. Head Examiner/ Co-ordinator will set the standard of evaluation of answer papers, prepare the 'Instruction sheet' for examining the scripts after discussion with the co-examiners. His/Her other duties and responsibilities are :

- a) To supervise the evaluation of answer papers and ensure uniformity of standard by re-examining at least 6% of the evaluated answer papers chosen at random and by revising the markings where necessary in consultation with the examiners concerned, after giving report to the controller of Examinations.
- b) To conduct with the help of one or more scrutinizers, the scrutiny of answer papers and prepare a statement of the number and nature of mistakes detected in marking of scripts by different examiners and submit a statement along with a confidential report regarding the work done by examiners to the controller of Examinations.
- c) To forward to the office of the controller in regular and uniform installments the marks (with original award slips) in his subject.
- d) To keep an accurate account of the number of scripts examined, scripts taken for re-examination and forward a statement to the Controller of Examinations.
- e) To see that the last date of submission of marks is followed.
- f) To report to the Controller of Examinations the

- performance of examiners and similar other matters.
- g) To do such other work in connection with the results of examination as may be assigned to him from time to time by the University authority.
 - h) To intimate the University Authority while leaving the station for 7 days or more.

iv) **Examiners :**

Examiners should have preferably a minimum of 3 years teaching experience in affiliated colleges. Examiners shall attend the meetings convened by the controller and evaluate the answer papers in accordance with the instructions given by the Head Examiner, if any. Where there is no Head Examiner a meeting of all examiners shall be convened for the purpose by the Controller of Exams. to decide upon standard and system of markings. They would also have to comply with other instructions issued to them by the Controller of Examinations. Instead of sending answer papers to the residence of examiners for assessment, examiners may be invited to be present at University Campus or any other central place where the work of assessment will be carried out. Examiners participating in the central assessment project shall perform their duties in accordance with instructions from the controller of Examinations.

v) **Scrutineer :**

Scrutineers will be appointed by the controller of examinations on the recommendation of the Head Examiner/ Co-ordinator. However, no such appointment is required for scrutineers who are selected amongst the examiners. A scrutineer shall work under the overall supervision of the Controller of Examinations.

His/Her duties will be

- A. To see and report to the Head Examiner / Co-ordinator
 - a) Whether each answer has been evaluated.
 - b) Whether any candidate has been given credit in more than the requisite number of questions answered by him/her.

- B. To check the total marks allotted to each script.
- C. To verify the entries of marks in the slip rolls or computerised award slips with reference to answer scripts.

A Scrutineer should on no account go beyond the limits of his duties as specified above. He will submit a report to the Head Examiner/ Co-ordinator stating all irregularities in prescribed forms (supplied from the office of the Controller of Examinations) immediately after the work of scrutiny. In case there are no Head Examiners/ Co-ordinators, the report is to be placed before the controller of Examinations. Even when no irregularities were detected in the scripts in a subject, scrutiny report form will have to be submitted stating that there is nothing to report. Under no circumstances an examiner will be permitted to scrutinize the scripts which he/she has evaluated himself/herself.

The entire process of tabulation will be done by the computer. All the personnel to be appointed as paper setters, moderators, Head examiners/ Co- Ordinators, Examiners, Scrutineers shall give an undertaking in writing that they shall abide by all rules and regulations relevant in their respective fields of work as mentioned in their letters of appointment and shall keep all information related to their work in strict secrecy and affirm that neither any near relation of them nor any student privately coached by them is a candidate for the examination with which they have been associated.

15. Internal Assessment :

Internal Assessment at college level for each Hons. & Gen Theoretical paper except Compl. English, MIL & Environmental Studies for which the students appear in their Part-I/Part-II/ Part-III Examination is introduced from the session 2006-2007

The modalities of awarding such marks are given below :

- i) The total marks allotted for such internal assessment is fixed at 10 (Ten) for each theory paper of 100 marks. For a paper of less than 100 marks, the marks of internal assessment will be proportionately less.
- ii) These marks should be awarded to the students by all the subject teachers of their own college on the basis of marks obtained by them in class tests taken periodically. These marks on internal assessment will have to be calculated by taking the average out of 10 (ten) of the marks awarded to a student in all the class tests held in a particular paper. If any student remains absent in any such class test/tests, the marks awarded to him/her in these class test/tests will be taken as zero. The programme of the Class Tests will have to be distributed evenly throughout the entire session.
- iii) The total marks of each such class test will be 20 (Twenty) and the total time allotted will be 45 minutes i.e. one class period.
- iv) The question papers for such class tests will be prepared by the department teachers and be printed / typed / xeroxed before the examination. All the teachers of the department are required to be involved in the examination process. The Department Incharge is required to co-ordinate the entire process.
- v) The number of such class tests held throughout the session shall not be less than 5 (Five) per paper for each year of Honours Course students and not less than 2 (Two) per paper for each year of General Course students.
- vi) The blank answer papers will be supplied by the college authorities. After completion of evaluation process, the answer papers will have to be preserved by the College authorities so that the University authorities can inspect the same at any time.
- vii) These marks on internal assessment for each of the theoretical papers separately will have to be sent to the Controller of Examinations of the University before the final examination, the last date of which will be fixed by

the Controller of Examinations. No marks will be accepted after such last dates are over. The marks should be in full integer.

- viii) The marks on internal assessment for practical papers need not to be sent as there is a practice of awarding such marks on the basis of laboratory note books submitted by the students during their practical examinations.
- ix) The casual candidates for any part of examination (i.e., those who did not qualify/dropped/cancelled results in the previous year) and the compartmental candidates will not be required to sit for the class tests. The marks on internal assessment for the student will be same as obtained by them in the previous year when they were regular students.

16. Preparation of Results :

- (a) All precautionary measures will be taken to bring out the results of any examination that are free of errors. After declaration, only the Roll Nos. of successful candidates and the Roll Nos. of those candidates who have been reported against (RA)/ whose results have been kept with held from publication (RW) or still incomplete (INC)/ candidates who have been placed in compartmental shall figure in the Gazette notification. Subsequently, mark sheets in favour of the successful and unsuccessful candidates (Except. R.A., R. W. and INC. cases) will be released for distribution. If any mistake or inaccuracy is detected afterwards in results of any candidate, the controller of Examinations as authorised by the Executive council, will have the power to correct the mistake and issue fresh mark sheet showing actual marks scored by him/her in any examination.
- (b) In case of B.A./ B.Sc. / B. Com. Part - I examination the results of successful honours candidates would be mentioned as HQII that of Part - II examination be mentioned as HQIII.

Similarly the results of successful general candidates of

VIDYASAGAR UNIVERSITY

MIDNAPORE - 721102

REVISED REGULATION FOR ADMISSION IN DIFFERENT U. G. COURSES OF STUDY WITH EFFECT FROM THE SESSION 2006 - 2007

Short title and preamble :

These regulations may be called "Revised regulation for admission" to provide the rules for admission of students in different U. G. Courses of study conducted by the colleges under Vidyasagar University as per provision 52 (c) of V. U. act, 1981.

Eligibility criteria for admission in U. G. Courses :

1. Candidates passing Higher Secondary examination conducted by West Bengal council of Higher secondary education or any other equivalent board/council are eligible for admission in both Hons. and General course including vocational course within 3 (Three) consecutive academic sessions from the date of passing the qualifying examination, provided that the candidate must have passed in 5 (five) recognised subjects including atleast one language subject in the qualifying examination.
2. Candidates passing Higher Secondary examination from vocational stream conducted by West Bengal council of Higher Secondary education or any other equivalent board/council are eligible for admission in General course only including vocational course within 3 (Three) consecutive academic sessions from the date of passing the qualifying examination provided that the candidate must have passed in 5 (five) recognised subjects including atleast one language subject in the qualifying examination.
3. The list of other equivalent Boards/Councils are given below:
 - i) Council of Boards of Secondary Education in India (CBSE)
23, Ashiana Apartments, Pitampur, Delhi - 110034.

- ii) Board of Intermediate Education, Andhra Pradesh
Vidya Bhawan
Nampally, Hyderabad - 500001.
- iii) Assam Higher Secondary Education Council
G.N.B. Board, Ambari.
Guwahati - 781014.
- iv) Bihar Intermediate Education Council
Amrapali Bhawan, Barley Road.
Patna- 800005.
- v) Central Board of Secondary Education.
(Shiksha Kendra)
2, Community Centre C.B.S.E.
Preet Vihar, Delhi - 110092.
- vi) Council for the India School Certificate Examination.
Pragati House, 3rd floor.
47-48 Nehru Place, I.C.S.E.
New Delhi- 110019.
- vii) Goa Board of Secondary and Higher Secondary
Education
Alto Betim, Bardez
Goa - 403521.
- viii) Gujrat Secondary Education Board.
Sector 10-6, Near Old Sachivalaya
Gandhinagar- 382010.
- ix) Board of School Education.
Bhiwani, Haryana.
- x) Himachal Pradesh Board of School Education
Dharmasala - 176216.
- xi) The Jammu & Kashmir State Board of School Education
Lal Mandi, Srinagar- 190005 (Summer)
Behari Colony, Jammu - 180005 (Winter).

- xii) Board of Pre-University Education
Karnataka, Palace Road
Bangalore- 550001.
 - xiii) Maharashtra State Board of Secondary and Higher
Secondary Education.
Shivaji Nagar, Pune- 411010.
 - xiv) Madhyamik Shiksha Mondal
Madhya Pradesh, Bhopal.
 - xv) Board of Secondary Education
Manipur, Imphal - 795001
 - xvi) Council of Higher Secondary Education, Orissa
Kedar Gouri Road
Bhubaneswar- 751002.
 - xvii) Rajasthan Madhyamik Shiksha Board.
Ajmir - 305001
 - xviii) Punjab School Education Board
S.A.S. Nagar (Ropar)
 - xix) Board of Higher Secondary Education Tamilnadu
Department of Govt. Exams,
College Road, Chennai - 600006.
 - xx) Tripura Board of Secondary Education
P.O.- Abhayanagar, Agartala - 799005
 - xxi) Board of High School & Intermediate Education.
Uttar Pradesh, Allhabad - 211001
 - xxii) National Open School
39, Community Centre
W.I.A. Ashok Vihar Road, Delhi - 110052.
4. (i) Students who have passed Higher Secondary or equivalent examination with minimum 45% marks in the

aggregate (to be calculated by adding the marks obtained in 'Best Five' subjects excluding Environment Studies) or 50% marks in the subject or related subject are eligible to apply for admission in the honours course.

- (ii) Students carrying pass marks in atleast five subjects are eligible to apply for general course.
- (iii) Admission be done on merit basis and merit point for admission in honours course is to be calculated by adding 10% of total marks obtained in the Best Five subjects excluding Environment Studies at Higher Secondary/equivalent examination and the marks obtained in the subject or related subject in which the admission in honours course is sought.
- (iv) Merit point for admission in general course is to be calculated by adding the marks obtained in Best Five subjects excluding Environment Studies of Higher Secondary/equivalent examinations.
- (v) If any student of Science stream in Higher Secondary/ equivalent examination apply for honours course in Bengali/English/Hindi, his/her merit point is to be calculated proportionately by deducting marks obtained in the practical examination.
- (vi) In addition to clause (i), any candidate seeking admission with Economics (Hons.) or Accountancy (Hons.) must have obtained 45% marks in Mathematics in Madyamik/ equivalent examination or must have passed in mathematics in Higher Secondary/ equivalent examination. However, for accountancy (Hons.) this condition is not applicable for a student passing H.S. examination / equivalent examination having at least two commerce papers one of which must be either Business Economics including Business Mathematics or Accountancy or any other equivalent subjects.
- (vii) In addition to clause (i) any candidate seeking admission with Physics (Hons.) must have passed in Mathematics in Higher Secondary/equivalent examination.
- (viii) Any candidate seeking admission in Lab based subjects,

he/she must have obtained pass marks in those subjects/ relevant subjects in H.S. level.

- (ix) Regarding admission in Nutrition honours course only those students are eligible who must have passed in (i) Nutrition with Biology or Chemistry at Higher Secondary/equivalent examination, (ii) Biology and/or Chemistry at Higher Secondary/equivalent examination.
- (x) As referred in the 'Revised Regulation' for U.G. examination [vide article 5 (iv)], if a Part-I honours candidate desires, to opt for general course, he/she may do so by taking admission afresh in the next year as a general student. This facility may be given at the cost of losing one chance.
- (xi) As referred in the 'Revised Regulation' for U.G. examination [vide article 4(xi)] if a candidate of honours course appearing in Part- II examination fails to obtain qualifying marks, but obtain 30% marks in Hons. subject and fulfils other condition of qualifying marks for general papers [as mentioned in article 4(ii)] may take admission in 3rd year classes as a general student after obtaining necessary permission from university authorities in this regard.
- (xii) Transitory provision : If any candidate of old regulation intends to take admission in 1st year classes within his available 6 chances he may do so after taking necessary permission from University authorities.